

**FOR TREASURY USE ONLY**

- ☐ COMPLETE RENEWAL APP  
☐ CITIZENSHIP AFDVT.  
☐ PRIVATE EMPLOYER AFDVT  
☐ PAYMENT CALCULATION  
☐ PROOF OF INSURANCE  
☐ STATE LICENSE  
 PROCESSED BY \_\_\_\_\_

TELEPHONE (229) 431-2118 FAX (229) 432-8160

[WWW.ALBANY.GA.US](http://WWW.ALBANY.GA.US)**DOUGHERTY COUNTY****OCCUPATIONAL TAX RENEWAL APPLICATION****FOR TREASURY USE ONLY**

- ☐ CITIZEN SERVE UPDATED  
☐ DOCUMENTS SCANNED  
☐ DOCUMENTS UPLOADED  
☐ ACCOUNT NOTATED  
☐ LICENSE ISSUED

PROCESSED BY \_\_\_\_\_

**ALL INFORMATION MUST BE TYPED OR PRINTED. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.****CURRENT LICENSE (OTC) NUMBER:** \_\_\_\_\_**E-VERIFY NUMBER:** \_\_\_\_\_**APPLICATION DATE:** \_\_\_\_\_**DATE OF AUTHORIZATION:** \_\_\_\_\_**Check if Non-profit** ☐**BUSINESS NAME (DBA IF APPLICABLE):** \_\_\_\_\_**BUSINESS STREET ADDRESS:** \_\_\_\_\_**CITY/STATE/ZIP:** \_\_\_\_\_**BUSINESS PHONE:** \_\_\_\_\_**FAX:** \_\_\_\_\_**EMAIL:** \_\_\_\_\_**MAILING ADDRESS:** \_\_\_\_\_**(if different from above)****CITY/STATE/ZIP:** \_\_\_\_\_**BUSINESS OWNER:** \_\_\_\_\_**HOME PHONE:** \_\_\_\_\_**HOME ADDRESS:** \_\_\_\_\_**CONTACT PERSON #2:** \_\_\_\_\_**HOME PHONE:** \_\_\_\_\_**HOME ADDRESS:** \_\_\_\_\_**Number of Employees**

(Nationwide for the Company) \_\_\_\_\_

**WERE YOU BORN IN THE U.S.?** YES ☐ NO ☐Please complete the form "[Affidavit Verifying Status for City Public Benefit Application](#)" and submit, along with proof of citizenship status.**(Applicable to Professionals, Contractors and Sub-contractors)****NAME ON STATE LICENSE** \_\_\_\_\_**STATE LICENSE NUMBER:** \_\_\_\_\_**\*ATTACH COPY OF LICENSE****Three ways to renew:**

1. Submit your renewal application and payment in person (see address at the top of page).
2. Submit your renewal application and payment online by visiting [www.albany.ga.us](http://www.albany.ga.us) (click on "Online Services" -> "Occupational Tax Certificate Payments and Business Search" -> "My Account" to log in. Then click on your license number. Please note: You must upload all applicable documents, make a payment, and leave a message.
3. Submit your renewal application and payment by mail (see address at the top of page).

**Please be advised that the deadline to renew is March 15<sup>th</sup>.****Convenience fees apply to all renewal applications submitted online.****If your application is submitted incomplete, any documents and/or payments will be returned to you unprocessed.**

**DOUGHERTY COUNTY****OCCUPATIONAL TAX RENEWAL APPLICATION****Section II-A. Fee Computation-Flea Markets and Malls**

Any person, firm, or company with an operation selling new or used merchandise is required to obtain an Occupational Tax Certificate. Independent vendors of flea markets, bazaars, and mail trade shows are not subject to the regular occupational tax schedule and are taxed annually in accordance with the following schedule:

License Fee: \$50.00

Occupational Tax: \$1,000.00

Number of tables, booths, or stalls \_\_\_\_\_ x \$3.00 = \_\_\_\_\_

Total Due: \_\_\_\_\_

**Section II-B. All other Businesses**

Use chart below to determine amount due based on number of employees reported on page 1

Number of Employees	Amount Due	Number of Employees	Amount Due
0-5	\$100.00	251-300	\$1900.00
6-10	150.00	301-350	2100.00
11-15	200.00	351-400	2300.00
16-20	300.00	401-450	2500.00
21-30	400.00	451-500	2700.00
31-40	500.00	501-600	2950.00
41-50	600.00	601-700	3200.00
51-60	700.00	701-800	3450.00
61-70	800.00	801-900	3700.00
71-80	900.00	901-1000	3950.00
81-90	1000.00	1001-1250	4200.00
91-100	1100.00	1251-1500	4450.00
101-150	1300.00	1501-2000	4700.00
151-200	1500.00	2001-2500	4950.00
201-250	1700.00	2501+	5100.00

Total Remitted: \$ \_\_\_\_\_

I hereby certify that the information reported herein as well as supplemental attachments are true and correct under penalty of law as set forth by the City of Albany Occupation Tax Ordinance as now or hereafter amended.

APPLICANT SIGNATURE

PRINT NAME

TITLE

DATE